

**NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 20-104C    OPENING DATE: 20-Feb-20    CLOSING DATE: 12-Mar-20**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**  
**Management Support Specialist, GS-0301-09, MPCN: 0107119734**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**  
**\$53,470.00-\$69,512.00 PA**

**SUPERVISORY** ☐ **MANAGERIAL** ☒  
**NON-SUPERVISORY/NON-MANAGERIAL** ☐

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**LOCATION OF POSITION:**  
**162<sup>nd</sup> Wing, Tucson, Arizona**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive an Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

**Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.**

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EDUCATION:**

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

<b>Relocation Incentive may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>
<b>PCS may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>

**NOTES:**

Note: This position may be subject to rotating shifts, night shifts, and weekends/holidays.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to plan, organize and execute all Wing Staff information management and personnel activities.

2. Ability to serve as central point of contact to provide authoritative explanations of personnel and/or manpower related requirements, regulations, and procedures and to assist in resolving operational problems involving all functional areas of personnel.

3. Ability to prepare and deliver presentations such as briefings, training sessions, and consultations with serviced Commander(s), other staff agencies and functional areas to secure cooperation, resolve controversial matters and convey information.

4. Knowledge in developing and preparing a variety of correspondence and other documentation, i.e., formal memorandums, point papers, metrics, feasibility studies, staff summary packages, briefings, charts, bullet background papers, etc.

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**SPECIALIZED EXPERIENCE:** Must have 24 months experience, education or training in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Applicants must have experience providing technical guidance and assistance in the type of work or in comparable work of the position to be filled. Applicants must have a thorough knowledge and understanding of administrative procedures and practices of management. Experience developing administrative procedures.

**BRIEF JOB DESCRIPTION:** This position is located at the 162<sup>nd</sup> Wing, Tucson, Arizona. The incumbent will administer the Wing Staff Commander's Support Staff functions to ensure smooth day-to-day operations. Additionally, trains personnel in the accomplishment of tasks set forth herein. Manages administrative programs such as Air Reserve Orders Writing System (AROWS), Defense Travel System (DTS), Government Travel Card (GTC) and Government Purchase Card (GPC). Establishes continuous improvement initiatives within the CSS. Oversees the preparation, maintenance, and disposition of required administrative reports and other correspondence. Compiles personnel and manpower transactions according to the specific, established requirements of each case. Develops and prepares a variety of correspondence and other documentation, i.e., formal memorandums, point papers, metrics, staff summary packages, briefings, charts, bullet background papers, etc. Serves as an effective relay between Force Support Squadron and management as needed. Develops briefings, point papers, position statements and prepares correspondence to justify/support programs. Prepares and conducts wing level ceremonies and events in accordance with military protocol requirements. Performs other duties as assigned.

**SELECTING OFFICIAL:** Lt Col Bobbette Bengs

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